

CITY OF TUALATIN

Classification Description

Job Title: Librarian I
Department: Community Services - Library
Reports To: Library Supervisor
FLSA Status: Non Exempt

SUMMARY: Performs professional librarian work in the Public Services or Access Services sections of the Library.

A Librarian I in the Public Services section staffs an information desk that serves all ages and provides advanced reference services. Assists the Public Services Supervisor in maintaining the library collection. Plans, prepares and implements programs and activities under the direction of Supervisor or Librarian II.

A Librarian I in the Access Services section performs professional level Librarian work in acquisitions, cataloging and bibliographic control. Responsible for purchasing, receiving, classifying, cataloging and processing library materials. Monitors the library's catalog system. May provide reference services and staff an information desk.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Understands emergency procedures and is able to act accordingly. May act as Person in Charge, including responsibility for opening and closing procedures.

Monitors patron behavior and ensures positive and harmonious interaction of relationships amongst patrons and library staff. Assists in the overall security of the library and its premises.

Trains, assists and directs volunteers; participates in recognition and appreciation of volunteers.

Continually improves quality service and participates in professional development activities. Represents the library and/or city at community events and local, county, state, and regional meetings.

Researches and applies for grants.

In coordination with Programming Specialist or Librarian II, and under the direction of the Public Services Supervisor, develops and conducts programs and activities. Provides support in developing library services. (Public Services)

Promotes the use of library resources through appropriate community contacts, marketing activities, library outreach programs and use of the library. (Public Services)

Responds to requests for information on complicated reference subjects, including formulating and processing online search requests. Assists patrons in locating and obtaining materials and information.

Instructs patrons, formally and one-on-one, in the use of library resources. Assists patrons in the use of computers and related technology.

Provides readers' advisory services to patrons of all ages for all formats, interests, and abilities verbally and through electronic and print formats.

Provides interlibrary loan services. (Public Services)

Under the direction of the Public Services Supervisor and/or Librarian II, selects and de-selects materials for the library collection in accordance with professional practices and standards. (Public Services)

Works with library management to develop and implement training for staff and volunteers. Produces instructions and guidelines in a variety of formats.

Provides limited technical and troubleshooting support for library computers and other technologies.

Acquires library materials from various vendors; tracks ordering, receiving, invoices and expenditures. (Access Services)

Classifies, catalogs and processes materials in all formats. Performs copy cataloging. Performs full original cataloging of books and non-book materials using MARC format. Establishes correct authority records. (Access Services)

Acquires and uses records from various vendors following national and local cataloging standards and practices, with attention to efficient and accurate cataloging in processing of language materials. (Access Services)

Maintains authority control and the bibliographic database for local holdings. (Access Services)

SUPERVISION: Supervision of other employees is not a responsibility of this position. May direct the activities of regular staff, temporary staff, and volunteers and assist with their training.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Cost Consciousness - Works within the approved budget; Conserves organizational resources.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the city and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Skills: Ability to operate a personal computer. Knowledge of current software applications related to the functions and operations of a public library. Working knowledge of productivity software, internet services and social media. Ability to troubleshoot minor computer and equipment problems.

Language Skills: Ability to communicate effectively in English in oral and written form. Ability to respond to inquiries from patrons. Ability to write correspondence and reports that conform to a prescribed style and format. Ability to effectively present information to a wide range of individuals or groups in written or oral format. Ability to give instructions on the use of catalogs, indexes, research tools, databases and reference materials.

Other Skills and Abilities: Knowledge of the mechanics of library operation, or ability to acquire that knowledge through training. Ability to learn new tasks.

Reasoning Ability: Ability to respond effectively and tactfully to common inquiries or complaints from patrons, other agencies, or members of the library and city staff. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to organize and prioritize multiple tasks and duties. Ability to serve the public in a friendly and helpful manner and to maintain effective working relationships with other employees.

Technical Skills: Knowledge of library science theory and practice in the areas of library management, ethics and intellectual freedom. Ability to organize, file and maintain accurate records.

Certificates, Licenses, Registrations: Possession of, or ability to obtain possession of, a valid Oregon driver's license. CPR/AED/SFA certified, or ability to obtain such training within the time frame determined by management.

EDUCATION and/or EXPERIENCE: Master Degree in Library Science (M.L.S.) or related discipline from an American Library Association (A.L.A.) accredited college or university and one year of related public library experience. Bilingual speaking ability is highly desirable.

The Librarian I in the Access Services section requires experience and knowledge of automated library computer systems and services. Experience interpreting and applying bibliographic data. Knowledge of current cataloging practices, format standards, subject headings and ability to apply these in original cataloging.

The Librarian I in the Public Services section requires experience in collection development, reference, readers' advisory, programming, and community outreach.

Any satisfactory equivalent combination of education, experience, and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is required to frequently stand, sit, reach with hands and arms, and stoop, kneel, or crouch. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. The employee must regularly lift and /or move up to 10 pounds and push/pull up to 16-20 pounds initially, 10-15 pounds sustained, 25-35 pounds up ramps and over thresholds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. Must be able to distinguish numbers and characters on an electronic screen. Must be able to efficiently use a computer keyboard and mouse.

Duties of this position are usually performed in an indoor environment, involving heavy public contact with a usually moderate noise level. Duties of this position require a willingness to work nights, weekends, and holidays. Ability to regularly attend out-of-town meetings is required.